

The ETI Base Code of Star Corporation, Lahore, Pakistan.

This document was amended on 01 November 2014, Working hours are not excessive.

1. Employment is freely chosen

- 1.1 There is no forced, bonded or involuntary prison labor.
- 1.2 Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.

2. Freedom of association and the right to collective bargaining are respected

- 2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
- 2.2 The employer adopts an open attitude towards the activities of trade unions and their organizational activities.
- 2.3 Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- 2.4 There is the right in Star Corporation to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

3. Working conditions are safe and hygienic

- 3.1 A safe and hygienic working environment is provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps are taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- 3.2 Workers are receiving regular health and safety training, and such training is repeated for new or reassigned workers.
- 3.3 Access to clean toilet facilities and to potable water for sanitary facilities for food storage are provided in Star Corporation.
- 3.4 Accommodation is clean, safe, and meets the basic needs of the workers.
- 3.5 Star Corporation observing the code is assign responsibility for health and safety to a Management Representative.

4. Child labor is not used

- 4.1 There is no new recruitment of child labor in Star Corporation.
- 4.2 Star Corporation developed and participated in and contributes to policies and programs which provide for the transition of any child found to be performing child labor to enable her or him to attend and remain in quality education until no longer a child.

- 4.3 Children and young persons fewer than 18 are not employed at night or in hazardous conditions in Star Corporation.
- 4.4 The policies and procedures are established and conform to the relevant standard.
5. Living wages are paid to the staff.
- 5.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages are always enough to meet basic needs and to provide some discretionary income.
- 5.2 All workers are provided with written and understandable Information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.
- 5.3 Deductions from wages as disciplinary measures are not permitted nor any deductions from wages not provided for by national law are permitted without the expressed permission of the worker concerned. All disciplinary measures are recorded.
6. Working hours are not excessive.
- 6.1 Working hours are complying with national laws, collective agreements, whichever affords the greater protection for workers.
- 6.2 Working hours are defined and overtime is not applicable in the Star Corporation.
- 6.3 All overtime is Excluded.
- 6.4 The total hours worked in any seven day period is not exceed 60 hours.
- 6.5.1 Working hours may exceed 60 hours in any seven day period only in exceptional circumstances where all of the following are met:
 - This is allowed by national law;
 - This is allowed by a collective agreement freely negotiated with a workers' organization representing a significant portion of the workforce;
 - Appropriate safeguards are taken to protect the workers' health and safety; and the employer can demonstrate that exceptional circumstances apply such as unexpected peaks, accidents or emergencies.
- 6.6 Workers are provided with at least one day off in every seven day period or, where allowed by national law, two days off in every 14 day period.

International standards recommend the progressive reduction of normal hours of work, when appropriate, to 40 hours per week, without any reduction in workers' wages as hours are reduced.

7. No discrimination is practiced

- 7.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
8. Regular employment is provided in Star Corporation.
- 8.1 To every extent possible work performed is on the basis of recognized employment relationship established through national law and practice.
- 8.2 Obligations to employees under labor or social security laws and regulations arising from the regular employment relationship are not be avoided through the use of labor-only contracting, sub- contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor any such obligations be avoided through the excessive use of fixed-term contracts of employment.

9. No harsh or inhumane treatment is allowed in Star Corporation
- 9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation is prohibited.